

MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

TRANSPORTATION PLANNER

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to develop, analyze and evaluate urban and rural transportation system development projects and plans.

There are four classifications in this job.

Position Code Title – Transportation Planner-E

Transportation Planner 9

This is the entry level. As a trainee, the employee carries out a range of professional transportation planner assignments while learning the methods of the work.

Transportation Planner 10

This is the intermediate level. The employee performs an expanding range of professional transportation planner assignments in a developing capacity.

Transportation Planner P11

This is the experienced level. The employee performs a full range of professional transportation planner assignments in a full functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Transportation Planner-A

Transportation Planner 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments, which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every

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position are included, nor is it expected that all positions will be assigned every duty.

Analyzes and evaluates survey data, prepares reports and makes specific recommendations regarding the development of rural and urban transportation plans.

Uses economic, population, land use and traffic projections to substantiate transportation recommendations involving state, regional, and urban areas.

Attends meetings and project conferences: discusses department operations, proposals and methods; resolves transportation related problems; and carries out coordinative programs to meet federal and state legislative requirements.

Participates in various rural and urban transportation system development activities and projects, including corridor and classification studies, route numberings, and determinations of excess property, urban area boundaries, institutional roads, scenic routes and interchange spacing.

Develops and tests transportation network models to determine travel distribution and future demands.

Represents the department on technical committees involving comprehensive transportation and origin-destination studies.

May participate in the development of air, rail, bus, port, motor carrier or related modal plans, programs or policies.

Provides input to the management of the department's highway program.

Develops, test and implements fiscal forecasting tools.

Analyzes impacts of federal and state legislative proposals.

Assists the State Transportation Commission in the development of policy statements.

Participates in special studies and surveys and prepares technical reports.

Meets with local officials to obtain input to and explain results of planning studies and coordinate activities between the Bureau of Transportation Planning and local units of government.

Participates in public meetings and hearings to explain the department's planning proposals and the socioeconomic and environmental effects for those affected.

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Defines new computer processes and programs and coordinates data processing in specific planning areas; may input, maintain and retrieve data from specialized data bases.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

Additional Job Duties

Transportation Planner 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Transportation Planner 12 (Senior Worker)

Performs on a regular basis professional transportation planner assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of techniques used in the collection, organization and analysis of sociological, economic and other related data.

Knowledge of community organization.

Knowledge of urban, regional and statewide planning as related to transportation systems.

Knowledge of factors involved in the analysis of complex traffic data used to provide the basis for highway classifications, determinations of jurisdictional responsibility and long-range planning of highway transportation facilities.

Knowledge of federal and state laws related to transportation planning.

Knowledge of the principles of economics, sociology and environmental science as they pertain to transportation.

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Knowledge of electronic data processing computers and their application to transportation studies.

Ability to analyze and evaluate data.

Ability to prepare charts, maps and other tools used in the analysis of data.

Ability to make forecasts based on studies or data.

Ability to interpret property descriptions.

Ability to develop methods and procedures for use in the compilation, analysis and interpretation of data.

Ability to prepare clear and concise reports and tabulations pertaining to transportation planning statistics and factual data.

Ability to prepare written and graphic reports.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Transportation Planner 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Some travel is required.

Physical Requirements

None.

Education

Possession of a bachelor's degree in urban or regional planning, resource development, engineering, statistics, mathematics, geography, economics or a related field.

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Experience

Transportation Planner 9

No specific amount or type is required.

Transportation Planner 10

One year of professional experience in the planning and assessment of transportation planner systems, equivalent to a Transportation Planner in state service.

Transportation Planner P11

Two years of professional experience in the planning and assessment of transportation planner systems, equivalent to a Transportation Planner in state service, including one year equivalent to an intermediate level Transportation Planner.

Transportation Planner 12

Three years of professional experience in the planning and assessment of transportation planner systems, including one year of experience equivalent to a Transportation Planner P11.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

TRANSPLAN

Job Code Description

Transportation Planner

Position Title

Transportation Planner-E

Transportation Planner-A

Position Code

TRPLNRE

TRPLNRA

Pay Schedule

H21-003

H21-011